

Emergency Notification Plan Office of the State Fire Marshal

A guide for tenants of apartments and other multi-residential buildings.

RCW 59.18.060 requires residential property owners to provide written notification to tenants about fire protection and building safety, including whether the building has an Emergency Notification Plan and, if so, provide a copy to the occupants. An Emergency Notification Plan is: How to call for help in case of an emergency.

1. Immediate Emergency Notification Life –Threatening Emergency Number

- ☐ Dial **9-1-1** from a phone in a safe location.

When you call 9-1-1 to request emergency assistance, you will be connected to a Public Safety Answering Point (PSAP) where emergency services are dispatched to the caller's location. A trained telecommunicator will assess your needs and dispatch the appropriate emergency service to your location.

Call from a safe location and remember to:

- ☐ Stay calm.
Be prepared to answer the following questions:
- ☐ Where is the emergency located? (Include building identifier and floor number.)
- ☐ What is the emergency? (fire, medical, hazardous material, etc.)
- ☐ How did it happen?
- ☐ Who are you? (your name)
- ☐ Gather any other information that may be useful for the emergency responders. (e.g. are there any injuries involved).
- ☐ Do not hang up until instructed to do so by the dispatcher.
- ☐ You do not need to know all the answers to these questions, but quickly gather as much information as your can. Give a telephone number or safe location where the emergency responders can call or meet you, and wait for the responders at that safe location.
- ☐ Wireless or PBX calls (used in multi-residences and multi-businesses) do not presently have the ability to display the location of that call on the 9-1-1 calltaker's computer screen, so the caller needs to be prepared to provide the location of the emergency (address, apartment or room number, floor, east wing, etc.) to the 9-1-1 calltaker.

2. Non-Life-Threatening Emergency Numbers –

Please take the time to use the non-emergency telephone number as listed on this page if you have a problem that does not require an emergency response.

Department	Phone Number
<input type="checkbox"/> Building Manager/Office	
<input type="checkbox"/> After hours number	
<input type="checkbox"/> Web Address	
<input type="checkbox"/> Police Department	
<input type="checkbox"/> Fire Department	
<input type="checkbox"/> Medical Facility	
<input type="checkbox"/> Local Emergency Radio Station	FM/AM Radio Dial Number